

TOWN OF LOS ALTOS HILLS

Westwind Community Barn

**27210 Altamont Road
Los Altos Hills, CA 94022**

Rules, Regulations and Policies

Crystal Petralli, Barn Manager
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TOWN OF LOS ALTOS HILLS - WESTWIND BARN
RULES, REGULATIONS, AND POLICIES

EMERGENCY DIRECTIONS

Please be sure to check the Emergency Binder for the individual horse. Some horses require their insurance carriers be notified of illness or injury before anyone else.

Failing any special instructions, contact:

1. Owner
2. Horse's Veterinarian; if unlisted, use another Vet.
3. Crystal

If a horse requires rescue from an emergency situation, a human was injured, or there is a non horse-related emergency, call 9-1-1.

If it is a facility emergency, call:

1. Crystal (650) 269-5129
2. Eric Christensen (650) 996-5311
3. Steve Garcia (408) 393-7888

Local Vets

Bayhill Equine (650) 851-2300

Hanes, Gary (650) 851-1569

Peninsula Equine (650) 854-3162

Wohlford, Larry (650) 851-1214

IT IS YOUR RESPONSIBILITY TO KEEP YOUR EMERGENCY RECORDS UP TO DATE.

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Article I. General Grounds Guidelines

Section 1.01 Overview

Westwind strives to maintain positive, constructive relationships with all Los Altos Hills residents, especially its immediate neighbors. You help most by welcoming visitors, driving safely and avoiding loud activities near the property lines Westwind shares. Please consider Sunday a quiet day for everybody and avoid loud activities everywhere.

Section 1.02 Smoking is strictly prohibited at the Barn facility

Section 1.03 Barn aisles

- (a) Wear closed-toe shoes at all times in and outside the barn.
- (b) Minimize time spent in the aisles. The motto is: get in – get out.
- (c) Pick up after your horse.
- (d) It's always OK to answer the public phone!
- (e) Do not touch or let your child or dog touch the black plastic rodent bait stations spaced around the barn floor. The stations can only be opened with a special key.
- (f) Hanging or installing your own hooks, racks, name cards or blanket bars is not allowed. If you chose to hang or install anything extra on your stall front, it will be removed and kept in the office for you to pick up. You are allowed one halter and one blanket on your stall front. Buckets, tubs, feed bins, tack trunks or additional blankets will be picked up and kept in the office for you to pick up.
- (g) Riders under 18 are required to wear a helmet and shoes with a heel at all times. It is recommended that shirts with sleeves and long pants also be worn while riding. Riders who are jumping are required to wear a helmet, regardless of age.

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Section 1.04 Hitch racks

- (a) Use slip knot to tie horse; don't let the loop touch the ground.
- (b) Secure halter on hitch rack after bridling your horse; don't let it dangle or lie on the ground.
- (c) Do not leave horse unattended for more than ten minutes.
- (d) Pick up after your horse when you leave the area.

Section 1.05 Wash racks

- (a) Horses being bathed have priority. Horses being groomed or tacked up should vacate the wash rack as quickly as possible to allow those wishing to bathe access to the space.
- (b) Remember to sweep after each use.
- (c) Feeding is prohibited and grain buckets are not to be cleaned in the wash racks.
- (d) Do not leave horse unattended.
- (e) Before you leave, clean up and put away what you and your horse leave behind. During shedding and clipping time, put hair in garbage.

Section 1.06 Tack Space

- (a) You will be assigned space to store a bridle and saddle when you arrive. Your assignment will be based on your stall number. Spaces are not to be swapped with others for security reasons. Saddle racks can be used to store a saddle and saddle pad only. Bridle racks can be used to hang bridles only. If excess equipment is left out, it will be removed immediately.
- (b) Lock the tack room every time you leave.
- (c) Your stall will come equipped with one blanket bar, one halter hook, and a name card. No additional hangers, hooks, signs or cards are to be hung on your stall front. Only two blankets may be hung on your blanket bar. Any additional equipment that does not fit inside your tack trunk or cannot be hung on the appropriate equipment hooks should be taken home. Any items left outside your trunk or hung inappropriately will be removed by staff.
- (d) Your halter must be hung on your halter hook at all times for emergency reasons. If your halter is not hanging on your halter hook on a turnout day, staff will assume you do not want your horse turned out and will not turn your horse out until a halter is available.

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Section 1.07 Paddocks

- (a) You and the boarders with whom you share a paddock are responsible for:
 - (i) Picking up manure once a week, and cleaning the water troughs once per week, year round.*
- (b) Staff turns out and brings in on all days when paddock conditions permit.
 - (i) Don't put your horse out on days when the staff has not turned any horses out.*
 - (ii) Staff does not turn out or bring in horses on holidays. Arrange extra use of the turnout with whomever you share your paddock.*
 - (iii) Horses are to be returned to their stall by 4:30. If staff finds your horse out after 4:30, a \$20.00 handling fee will be assessed.*

Article II. In case of Fire - dial 9-1-1

Section 2.01 Overview

- (a) Call 911 on the pay phone, if it is safe to do so. Use a neighbor's phone if necessary.
- (b) Notify the Barn Manager, if the manager is present and you can safely do so.
- (c) Notify any humans present in the facility to evacuate to safety. Remove your car from the parking lot to ensure quick access by emergency personnel.

Section 2.02 Brush or grass fire

- (a) Do not remove horses from the barn. If time and circumstances permit, bring turned-out horses into their stalls. Remove horse blankets / sheets / coolers.
- (b) Go into the loft and close the hay holes and upper doors to keep out embers and reduce the draft.
- (c) Close the doors and windows on the barn's main floor and then leave the barn area. Don't forget to close the fire door in the Byrne Wing.
- (d) The Fire Department will station a fire unit at Westwind to keep the barn watered down. It is their opinion that the barn is fire-safe and that the fire should burn through.
- (e) Trying to ride, lead, or trailer away may be difficult due to emergency vehicles and other residents on the road. Please do not attempt this unless instructed to do so by emergency personnel.

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Section 2.03 Barn fire (hay, barn, or kitchen)

- (a) For a small fire, use the fire extinguishers, stationed at the end of every aisle way. Point the extinguisher at the base of the fire.
- (b) Determine whether the horses can be removed safely. If so, work with the cooperative horses first and put them in the Byrne Preserve or paddocks (do not put them in the arenas). Difficult horses or those without halters should be left until all others have been evacuated. You may attempt to move them only if time permits and it is safe to do so.

Section 2.04 Prevention and Training

- (a) All boarders and users are required to take an Emergency Preparedness tour each year.
- (b) Planned and unplanned fire drills are periodically conducted for boarders and staff.
- (c) Keep plain nylon halters hanging, unbuckled, on each stall door for quick use in an emergency. No rope halters or other specialty leads. It is recommended that you have some form of identification on your halter, such as your name or phone number.

Article III. Guest Policy

Section 3.01 Overview

- (a) Westwind is committed to the safety of its users and horses.
- (b) When you board a horse at Westwind, your agreement limits riders to you and your immediate family members, approved, insured instructors, and other boarders that you list on your boarding agreement.
- (c) Other parties must pay a facility-use fee to use anything on the property (including tie racks and grooming areas, arenas, wash racks, turnouts, etc.). Facility-use Fees are available on a daily, 6 month, and yearly rate.
- (d) Guests and visitors are never allowed to feed someone's horse without the owner's permission. If you see a guest or visitor feeding a horse, please explain why we discourage this practice.

Section 3.02 Requirements

- (a) Boarders must be present before and during the guest's ride. You are responsible for assuring your guest understands and follows Westwind's rules and guidelines.

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- (b) Guests must be announced to the Barn Manager ahead of time by either e-mail, phone, or in person.
- (c) Guests must be introduced to the Barn Manager before riding, if the Barn Manager is present.
- (d) Guests must complete a liability release before riding; if your guest is under 18, a parent must sign the liability release.
- (e) Guests must be properly attired (helmet required if under 18, boots/shoes with heels). You are responsible for ensuring this is done.

Article IV. Vaccination policy

The following vaccinations are required of all horses boarded at Westwind. New boarders must provide proof of vaccination to Westwind's Barn Manager before the horse arrives.

Required

Influenza	2 x / year injectable or 1x year intranasal
Rhinopneumonitis	2 x / year injectable or 1x year intranasal
Tetanus	annually
West Nile Virus	2 x / year
Rabies	annually
Strangles	2 x / year

Recommended

WEE/EEE	annually
Potomac Horse Fever	annually

In March, July, and November each year, the Barn Manager organizes clinics with Dr. Larry Wohlford, Dr. Gary Hanes and Bayhill Equine. If you use a service other than the above, you must vaccinate and provide written proof to the Barn Manager. All proof must show dates, vaccinations, and the attending veterinarian. It is possible to provide and administer your own vaccinations, however, Westwind strongly advises against this practice.

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Article V. Parasite control policy

Parasite control, or deworming, is required of all horses boarded at Westwind. Written proof of worming needs to be provided to the Barn Manager. There are multiple options for implementing this policy, Westwind recommends consulting your vet to choose which option is right for you.

1. Paste dewormer. Administered quarterly, at minimum. Wormer is to be provided and administered by the boarder. A rotating schedule of products is advised.
2. Strongid C. Pelleted wormer administered daily in the feed. Product to be provided by boarder and pre-mixed into daily feed.
3. Injectable/Tubed dewormer. Administered three times yearly, generally done by a vet at the same time as vaccinations.

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Article VI. Requests, suggestions, and complaints

Section 6.01 Forms

- (a) Any minor concerns or complaints should be submitted to the Barn Manager via email, at cpetralli@losaltoshills.ca.gov
- (b) Serious rule violations or events/activities that may harm a horse or human should immediately be brought to the attention of the Barn Manager. The Barn Manager may file a 'Rule Violation Report', with all information recorded as accurately as possible. Please note the date and time the event occurs.
- (c) If a Rule Violation Report is filed against you, it is your responsibility to provide proof or evidence that the Violation did not occur as reported. If your behavior risks the safety or wellbeing of a human or animal, or you perform an action that does or has the potential to permanently damage the facility, your boarding agreement may be terminated immediately.
- (d) Upon entering into a boarding agreement with Westwind Barn, you will be asked to fill out an 'Emergency Horse Record'. It will be your responsibility throughout your stay at Westwind to ensure that all information contained in our Emergency Binder is kept up to date. Westwind Barn will not be responsible for out-of-date information. The Emergency Binder is kept next to the public phone.
- (e) Any incident that does result or might have resulted in an injury must be reported using the 'Incident Report Form' - available by the office - whether or not an injury is immediately obvious.
- (f) An active Waiting List is maintained for the Feeding Pasture, Stalls and Paddocks. To be added to the Waiting List, a Waitlist Form must be filled out and submitted to the Barn Manager. To reduce time spent on this list, a \$100.00 non-refundable fee should be included with your form. Your name will be added to the top of the Waitlist, below current boarders wishing to move and Town Residents.

Section 6.02 Procedure

- (a) All forms must be submitted to the Barn Manager.
- (b) Urgent requests will be prioritized accordingly.
- (c) If you have a sensitive complaint, the Manager may request to meet with you privately in the office.
- (d) The Barn Manager's decision relating to an animal's well-being is final.

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Article VII. Guidelines for Arena Use

Section 7.01 Lower and upper arena

- (a) The arena may be closed for specified activities or when it's too wet. Closures are posted on the white board and all other applicable calendars. The 'Arena Closed' sign, a chain, and/or a lock mean the arena is closed. Arena status is posted on the Arena board in the barn.
- (b) Cooperate with the staff in the performance of their duties. Be prepared to vacate the arena during maintenance. Avoid running around turnout while the staff is turning out and bringing in horses.
- (c) As a courtesy, alert those in the arena when you enter or leave.
- (d) Riding takes precedence over longeing and turnout. See *Longeing Guidelines* below.
- (e) Pass left shoulder to left shoulder while riding.
- (f) Remove manure immediately. Put it in the carts provided, not over the fence. This is imperative for longevity of arena surface.
- (g) Do not sit on the fence boards or gates; leave gates closed, especially in windy weather. Discourage observers from standing along the fence.

Section 7.02 Lower arena

- (a) No more than ten horses in the arena at one time (except for group lessons).
- (b) Avoid riding in puddles or wet spots – this could disturb the integrity of the arena's base and result in a long-standing deep spot.
- (c) Use the first gate unless closed during wet weather.
- (d) No horses or people in the 'moat'.

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Section 7.03 Upper arena

- (a) No more than five horses in the arena at one time (except for group lessons or drill practice).
- (b) Put jumps, cavalletti and poles away after use; do not heave over the fence or leave in the arena. If equipment is left in the arena, it will not be dragged until it is removed.

Section 7.04 Round pen

- (a) Horses being ridden have priority over horses being longed.
- (b) Horses being lunged have priority over horses turned out to play.

Section 7.05 Lungeing guidelines

- (a) Before lungeing or, when a rider enters while lungeing, verify that the rider(s) is comfortable with you lungeing. Riders' needs have priority.
- (b) In the upper arena, if someone is riding, only one horse can be lunged at the same time.
- (c) Use the lunge whip with awareness and caution if others are present.
- (d) Keep your horse off the track while lungeing if there is a rider present. Leave enough space between your circle and the rail for the rider to safely pass through if necessary.
- (e) Don't leave lunge lines hanging on the rail – you may hang them on the brass hooks on the outside of the arena.

Section 7.06 Jumping guidelines (lower arena)

- (a) If you take down a jump, put it back together when you leave or return the standards and poles to the jump deck. Do not throw the jump over the fence.
- (b) Don't set up jumps on the track. Try to leave at least 12' between the rail and the fence.
- (c) Put excess jumps and standards on the jump deck.
- (d) If your horse breaks a jump, notify the Barn Manager. You may be responsible for the cost of repairs or replacement.
- (e) Wear an SEI-approved helmet when jumping, regardless of your age.
- (f) When jumping, call out your intended jump(s) if non-jumping riders are present.

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- (g) If your horse knocks down a jump, put it back together before you leave.

Article VIII. Byrne Preserve

Section 8.01 Overview

- (a) No more than ten (10) horses are permitted in Byrne Preserve
- (i) Seven spaces are reserved for the Town's Parks and Recreation Program
- (ii) Two spaces are reserved for the 4-H Riding for the Handicapped Program.
- (iii) Only public service animals may be kept in the Byrne.

Section 8.02 Other

- (a) Spaces in Byrne Pasture are not eligible for sub-lease.

Article IX. Clinics

Section 9.01 Overview

- (a) Westwind Barn is an equestrian facility for the use and enjoyment of the community. A clinic that requires a significant portion of the riding facility and/or includes participants who are not boarders or facility users reduces availability of the facility to its regular users. This policy defines the requirements and limits of such clinics.

Section 9.02 General Guidelines

- (a) There can be up to twelve clinics per year. A clinic can be from one to five days, up to nine hours a day, including a lunch break if there is one. The use fee is 20% of the clinician's fee. The facility and arena(s) will still be available for use by others unless a facility-use fee of \$300.00 per day is paid. Closing an arena for a clinic or event should be scheduled with the Barn Manager at least thirty (30) days in advance.
- (b) The annual clinic schedule is approved by the Town. The Town will verify the clinician, their insurance and approve/deny them a clinic spot based on eligibility. It is important to submit a clinic proposal well in advance of the event.
- (c) The Clinician/Sponsor is responsible for obtaining the applicable liability release forms and related paperwork from the Barn Manager and returning completed documents to the Barn Manager before the clinic starts.

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- (d) The Clinician must obtain liability insurance for the scheduled clinic, in the minimum amount of \$1,000,000, naming the “Town of Los Altos Hills, its officers, employee, agents, and vendors” additionally insured.
- (e) The Clinician must work with the Barn Manager to arrange stabling for outside participants and any other special clinic requirements. If the clinic is held in the lower arena, ample room must be left for riders not participating in the clinic, unless the arena has been paid for. When the clinic is over, the Clinician/Sponsor is responsible for assuring the area where the clinic was held is cleaned up.

Article X. Dogs

Section 10.01 Overview

- (a) To ensure the safety of facility users and horses, special care must be taken to manage dogs. If your dog has been deemed a dangerous animal by a state or local government, do not bring the dog to the Barn.

Section 10.02 Requirements

- (a) Keep your dog on a 6’ leash at all times. Retractable leashes are discouraged; if you use one, don’t allow it to extend in or around the barn. Los Altos Hills does enforce a leash law on all Town property – including Byrne Preserve and the Pathways system.
- (b) Clean up after your dog if it leaves a mess.

Section 10.03 Prohibitions

- (a) Dogs may not be left unattended except when safe to do so in your car.
- (b) Dogs may not be tied and left alone. If your dog is unhappy or disruptive when tied, put it in your car.
- (c) Dogs are not allowed inside the arenas or paddocks, even if leashed.
- (d) Dogs may not be left in a stall.
- (e) Dogs may not be groomed in the wash racks. You may wash off muddy paws and bellies.
- (f) Dogs may not be allowed to pester horses or bark excessively.